

Attachment 2 – Hotel Information



Hilton

Hilton Washington DC North
620 Perry Parkway, Gaithersburg, MD 20877

**Making a group reservation on the Internet for the Hilton Washington DC
North/Gaithersburg.**

Group Name: **National Institute of Standards and Technology**

This Group has rooms available from **11/7/04** departing on **11/10/2004** available until **10/08/2004**.

The Group Code is **NIN**.

- go to the Hilton Internet Site at www.hilton.com
- enter under Location:
 - City Gaithersburg
 - State Marylandclick on FIND IT button
- click on the BOOK A ROOM button, for the Hilton Washington DC North/Gaithersburg and enter the following information:
 1. **Dates:** Arrival Date, Departure Date, how many Rooms, how many Adults, how many Children
 2. **Preference:** your Smoking Preference
 3. **Special Accounts** in the box for Group/Convention Code enter **NIN**
- click the NEXT button for the appropriated rate
- click on the room type you would like and use the NEXT button again
- fill in your guest information
- click on the BOOK NOW button to confirm your reservation

If you have any problems making a reservation please call the Hotel directly at 301 977 8900.
Or email Sylvia_mccartney@hilton.com or Tlewis@hiltongaithersburg.com.

NOTE: For those who choose to arrive prior to November 7, the Hilton will honor the Group Code and room rate.